

# Notarized Authorization Letter

Should you send someone to pick up a Certified copy of a Birth Certificate or Death Certificate on your behalf, we require that person to bring a “**Notarized Authorization**” that was completed by you (the awardee). You and the person picking up the record must present a photo ID (State ID or Driver’s License).

Please Print

I, \_\_\_\_\_ declare I am \_\_\_\_\_ to  
(Awardee) Relationship  
\_\_\_\_\_ and hereby grant authorization to \_\_\_\_\_  
Person Named on Record Person Picking Up Record  
to pick up the Certified copy of the Birth Certificate or Death Certificate.

## Awardee Information (Person giving authorization)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please attach a photocopy of I.D. or Driver's License

I, \_\_\_\_\_, a Notary Public of \_\_\_\_\_ County, \_\_\_\_\_,  
Name of Notary State

certify that \_\_\_\_\_ personally appeared before me this day,  
Awardee

and being duly sworn, stated that in my presence signed this document. Witnessed my hand

and official seal, this \_\_\_\_\_ day of \_\_\_\_\_,  
Month Year

Notary Signature: \_\_\_\_\_

My commission expires: \_\_\_\_\_  
Month Day Year